

Med Staff Summary
FILED:

RETURN TO

RECORDS MANAGEMENT DIVISION
17 AUG 1956

Administrative Officer, Medical Staff

Chief, Records Management Staff

Audit of the Records Disposition Program, Medical Staff

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1. Attached is the revised Records Control Schedule prepared by [REDACTED] in accordance with a request from your office for an audit of the Medical Staff Records Program. This Schedule supersedes the previous Schedule dated December, 1953.

2. The following significant facts are derived from the records audit:

a. There are 360.7 cubic feet of records maintained in 126 pieces of filing equipment which is valued at \$18,848.50

b. 3% of the total records have been identified as having permanent value.

c. 10% of the records consist of library material, and

d. 87% are of temporary value.

3. The immediate application of the Records Control Schedule will permit the elimination of 60 cubic feet of inactive records in the calendar year 1956 through transfer to the Records Center or by destruction in the offices. The disposition of inactive records will make available to each office much needed filing space required by accumulating current records.

4. The primary purpose of the audit was to revise the Records Control Schedule. However, other areas of the Records Management Program were also observed and general recommendations outlined in the attached survey report are submitted for your consideration.

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5. The cooperative spirit of the personnel in your organization made possible the development of an effective Records Control Schedule which should be of assistance in the management of an important part of the Agency's records. Miss [REDACTED] will be available to advise and assist your Area Records Officer in the implementation of your Records Management Program.

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ATTACHMENT
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MgtS/RMS/[REDACTED] Jul(16Apr.56)

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